



**TEXAS DEPARTMENT OF HEALTH
AUSTIN TEXAS
INTER-OFFICE**

#03-068

TO: WIC Regional Directors
WIC Local Agency Directors

FROM: Mike Montgomery, Chief (Original Signed)
Bureau of Nutrition Services

DATE: July 3, 2003

SUBJECT: New Depreciation Rates for Lost Multi-user Breast Pumps

According to policy AC: 35.0, if a local agency (LA) is determined negligent for lost or stolen equipment, the LA shall reimburse an amount calculated by the State Agency (SA). The purpose of this memo is to inform LAs of the amount they will be required to reimburse the SA when multi-user breast pumps are lost due to LA negligence.

The value of the multi-user breast pump will be depreciated by a rate that is based upon the age of the pump. The age of the pump will be calculated using the date the pump was received by the LA and either the date the pump was due to be returned by the participant or the last recorded date the pump was returned by a participant, depending on the circumstances. If the pump was never loaned out, there will be no depreciation and the LA will be assessed the original value of the pump, i.e., \$350.

The following table will be used to determine the amount LAs will be required to reimburse the SA for multi-user breast pumps lost due to negligence.

Age of Multi-User Breast Pump	Depreciation Rate (applied to the value of the pump at \$350)	Amount of Depreciation	LA will reimburse SA
Pumps never loaned out	None	None	\$ 350.00
Pumps less than 6 months old	15%	\$ 52.50	\$ 297.50
Pumps 6 to 12 months old	20%	\$ 70.00	\$ 280.00
Pumps 12 to 18 months old	50%	\$ 175.00	\$ 175.00
Pumps 18 to 24 months old	75%	\$ 262.50	\$ 87.50
Pumps older than 24 months	Flat rate	\$ 40.00	\$ 40.00

LAs will reimburse the SA for all other breast pumps and kits that are lost due to negligence as stated in memo #02-121 and listed below.

Name of Breast Pump/Kit	Price per Pump/Kit
Hollister Purely Yours	\$ 104.00
Hollister Hygieni Kits	\$ 21.00
Hollister One-Hand	\$ 8.95
Medela Little Hearts Manual	\$ 7.95
Medela Spring Express Manual	\$ 8.45

Local agencies may be determined negligent for the loss of breast pumps in the following circumstances:

1. Failure to follow up on past due multi-user breast pumps according to the time frame listed in the *Guidelines for Retrieval of Multi-User Breast Pumps*
2. Not documenting shipments received
3. Not completing breast pump logs
4. Not completing release forms
5. Poor controls (e.g. not keeping pumps locked up)

If negligence is found, the cost of lost breast pumps and kits will be determined and deducted from the LA's monthly voucher.

Quality assurance monitors have informed the Program that the primary problem observed is the lack of follow up on loaned multi-user pumps. According to the *Guidelines for Retrieval of Multi-User Breast Pumps*, when a client fails to return a multi-user pump by the due date, the local agency must attempt to contact the participant at least once a week for four weeks. All attempts must be documented and at least one attempt must be a letter.

Please review the *Guidelines for Retrieval of Multi-User Breast Pumps* with your staff to ensure they are following policies and procedures correctly and to avoid future costs. The *Guidelines for Retrieval of Multi-User Breast Pumps* were sent to all local agencies in memo #00-002, January 28, 2000. The guidelines can also be found in the optional forms section of the *WIC Policy and Procedures Manual* and on the web at <http://www.tdh.state.tx.us/wichd/bf/bfwicres.htm>.

If you have questions or need additional information, please contact Amanda Hovis, Nutrition Education Consultant, at (512) 458-7111, extension 3411, or amanda.hovis@tdh.state.tx.us or Tracy Erickson, Breastfeeding Coordinator, at (512) 458-7111, extension 3409, or tracy.erickson@tdh.state.tx.us.